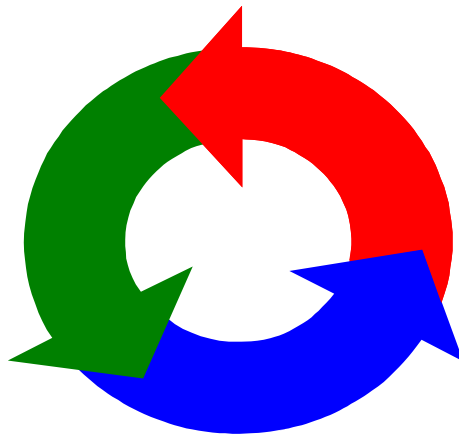




“RETRAINING for CIVILIAN EMPLOYEES PROGRAM”



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“RETRAINING FOR CIVILIAN EMPLOYEES PROGRAM (RCEP)”

(SAMPLE FORMATS)



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RETRAINING PROGRAM OVERVIEW

UNDERSTANDING RETRAINING

Definition: *Training & Development given to an individual to either:*

- 1. Close skills gaps resulting from obsolescence; OR*
- 2. Prepare an employee with knowledge and skills for a different occupation*

REGULATIONS AND LAWS IMPACTING UPON RETRAINING

Omnibus Budget Reconciliation Act of 1993 (Exclude \$5.2K p/yr of employer-funded educational assistance for non-job-related tng)

RETRAINING FOR PLACEMENT WITHIN THE SAME GOV'T AGENCY

5 CFR 410.301(c) (Permits agencies to retrain employees for *other occupations* within the same agency (DoD))

5 U.S.C 4101(a)(4) (Permits agencies to train employees for tng which will *"improve individual & organizational performance..."*)

RETRAINING FOR PLACEMENT IN ANOTHER GOV'T AGENCY

5 U.S.C. 4103(b)(1) (Permits agencies to train any employee to prepare him/her for placement in another agency....if in the best interest of the Gov't)

5 U.S.C., CHAPTER 41 (Losing agency must pay for retraining)

RETRAINING FOR PLACEMENT OUTSIDE THE GOV'T

No authority exists to retrain employees for placement outside the agency

Dept of Labor administers the Economic Dislocation & Worker Adjustment Assistance Act (EDWAA) and Joint Training Partnership Act (JTPA)....(Authorizes a wide range of services for individuals to obtain meaningful reemployment, such as: Assessments of Skills and Interests; Job Development; Counseling; Job Search; Career Exploration Assistance; Occupational Skills Retraining)

BUILDING A RETRAINING PROGRAM

Top Management Support

Strategic Plan

Program Development

Management-Employee Communication



➤ Top Management Support

Establish Retraining Taskforce (Stakeholders)

- Command Group
- CPAC
- Contracting
- Army Career Alumni Program (ACAP)
- Resource Mgt
- Unions
- Colleges, Vo-Techs, Testing Centers, & other Vendors

➤ Strategic Plan

- Cause & impact of BRAC
- Needs assessment (identify broad competency)
- Identify potential solutions
- Summarize costs/benefits
- Establish goals and milestones

➤ Program Development

- Retraining Taskforce designs, develops, implements, & evaluates efforts
- Assess the skills, knowledges, & abilities needed for new positions
- Establish selection criteria for participants
- Assess skill level of selected individuals & determine if they have special needs or concerns
- Select tasks for training
- Identify training goals
- Determine instructional methodology
- Develop the retraining program
- Implement & revise as necessary
- Evaluate the overall effectiveness

SAMPLE TRAINING AGREEMENT FOR RCEP PARTICIPANTS

RCEP TRAINING AGREEMENT

1. **Purpose.** This guidance paper describes the procedures for accomplishing retraining of surplus civilian employees consistent with applicable Federal regulations and AR 690-400.

2. **Applicability.** This guidance applies to all career and career-conditional surplus employees identified for RCEP at (agency).

3. **Goal.** The (agency) RCEP is established to promote efficient use of manpower resources and to provide stable employment for our permanent work force. Every attempt will be made to provide retraining opportunities to civilian employees affected by manpower/budget reduction and who are surplus through:

- a. Identification of positions where projected staffing requirements exist or where there is a general shortage at (agency);
- b. Placement (through reassignment, voluntary change to lower grade, and/or detail) into retraining positions; and,
- c. Placement into permanent positions which become available in areas in which they are qualified.

4. Responsibilities.

a. Supervisors and managers will:

- (1) Coordinate with (agency) officials in preparing training plans for program participants and assign training and developmental tasks which provide qualifying experience for retraining positions.
- (2) Coordinate resource support as authorized and required for employee participation in education and training endeavors.
- (3) Monitor the progress of participating employees and provide counseling and assistance as required.
- (4) Assist in placing qualified employees in vacant positions as they become available.

b. The (CPAC) will appoint an RCEP Coordinator to provide leadership in program development and implementation. The coordinator will:

- (1) Develop program procedures and publish local guidelines and implementation plans.
- (2) Prepare and distribute program information by orientation, briefings, or written information to managers, supervisors, and employees.
- (3) Monitor participants' training progress to ensure prescribed training is accomplished.

c. Employees will:

- (1) Sign a retraining agreement as circumstances warrant.
- (2) Participate in the formulation of the IDP.
- (3) Accept developmental assignments and training by demonstrating sincere efforts to perform satisfactorily.
- (4) Inform supervisors of progress and seek counsel and advice as needed.
- (5) Assure their Official Personnel Folder is current.

5. Establishment of Retraining Positions. RCEP positions will be identified by organizations where the vacancy exists. Employees are detailed/assigned into positions based on review of the OPF, general skills and aptitude testing results, and written confirmation of the employee's willingness to voluntarily participate in the RCEP.

6. Development of the Master Training Plan (MTP) and IDPs.

- a. ACTEDS Master Training Plans may be used (as applicable) to develop IDPs. MTPs and IDPs will be developed by supervisors in coordination with the (CPAC) and representatives of (*other associates assisting in RCEP*). When ACTEDS Plans are not available, the MTP will include a general description of skills to be developed, related duties, and suggested on-the-job and formal training needed. The IDP will be tailored to include a detailed outline of topics to be covered or assignments to be completed by the employee, the source of training to be provided, approximate time spent in training assignments, and general comments.
- b. Upon initial detail of the participant, he/she and the supervisor will complete and sign the IDP **no later than five working days** after the detail becomes effective. The original form will be forwarded to (the CPAC), and copies should be retained by the supervisor and trainee.

7. Documenting Formal Training.

- a. All formal training, Government or nonGovernment, of (X) clock hours or more should be entered into the (*automated 1556 system—whatever the current automated version exists at the time*).
- b. For formal training involving cost, such as tuition, travel, books, per diem, etc., the term “(agency) RCEP” should be entered into the accounting classification portion of Section C – Cost & Billing Information, DD Form 1556. This will alert approving officials that funds reserved expressly for this program are to be used.

8. Evaluation.

- a. Throughout the retraining cycle, supervisors should periodically discuss progress with the trainee, make adjustments as necessary in the training plan and/or the IDP, and otherwise ensure an optimum learning and developmental experience for the trainee. The supervisor will communicate to the trainee the level of performance which will be considered fully successful and provide counseling and assistance to the trainee as necessary.
- b. Enclosure x describes the applicable forms and procedures used during the evaluation stages of the RCEP.

9. Discontinuance of Participation in the (Agency) RCEP.

- a. It may be necessary for an RCEP participant to withdraw or be removed from the program for a variety of reasons, including:
 - (1) Voluntary withdrawal.
 - (2) Failure to perform at an acceptable level of competence.
 - (3) Failure to satisfactorily complete training as outlined in the IDP.
 - (4) Assignment to a currently authorized position for which the employee is qualified as a result of the RCEP.
- b. In the event withdrawal or removal becomes necessary, the employee may be required to compete with other employees with similar retention standing for purposes of placement.

SAMPLE RCEP CONCEPT MEMO

(Office Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: (Agency) Retraining for Civilians Program (RCEP)

1. Due to the elimination of a number of permanent jobs at (agency), we have established the (agency) RCEP. This program is in full compliance with 5 CFR 410.301c, 5 U.S.C. 4101(a)(4), and AR 690-400. The purpose of the (agency) RCEP is to promote the best use of manpower resources and to provide more stable employment for our permanent work force.
2. A vacant position under your supervision has been targeted to be filled with an employee who has indicated his/her desire to voluntarily participate in the RCEP. It is important to understand that this Federally-sanctioned program permits filling of the job with a surplus employee who may not necessarily meet the minimum job qualifications of the vacant position, but yet has demonstrated through previous assessment testing the aptitude to successfully perform the duties associated with this position.
3. An especially critical component of this program is the planning and implementation of the training necessary to bring the participant's performance level to a fully successful level. Training plans for employees placed in retraining positions in your organization should be completed and forwarded to the (CPAC) no later than five working days after the RCEP participant is assigned.
4. As you might expect, without training plans it becomes impossible to track progress or make final placement decisions. Therefore, we ask that you make a special effort to assure the training plans are submitted in a timely manner. We will be sending representatives to your work site to assist you in the near future in the development of these plans.
5. For your convenience, I have enclosed an RCEP guidance paper which will clarify roles and responsibilities in the local implementation of this program. Please do not hesitate to call us when questions arise concerning your role in this new program.

(CPAC Director)

SAMPLE INDIVIDUAL TRAINING PLAN

INDIVIDUAL DEVELOPMENT PLAN

EMPLOYEE NAME:

POSITION TITLE/SERIES/GRADE:

SOCIAL SECURITY NUMBER:

ORGANIZATION:

CRITICAL SKILL AREA(S) REQUIRING TRAINING (To be completed by Supervisor)

FORMAL TRAINING:

ON-THE-JOB TRAINING ASSIGNMENTS:

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DEVELOPMENTAL ASSIGNMENTS/ACTIVITIES:
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REMARKS:

EMPLOYEE'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE

SAMPLE EVALUATION OF TRAINING PROGRESS MEMO

(Office Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Evaluation of Training Progress

1. Mr./Ms. _____ has been detailed to the position of _____. The Master Training Plan (Encl X) has been developed to depict training required for successful performance of this RCEP position. Copies are furnished for the immediate supervisor and the RCEP participant.
2. The supervisor is required to counsel with the participant and prepare an Individual Development Plan (Encl X) based upon the person's background, experience, and education. Please forward a copy of the completed IDP to (CPAC) no later than five working days after the employee's detail into the position.
3. For your convenience, Enclosure X is a copy of the form for you to use in evaluating the progress of the RCEP participant. Please complete and forward the form to the CPAC as follows:
 - *After the employee completes 30 calendar days in the RCEP position;*
 - *After the employee completes a total of 60 calendar days in the RCEP position; and,*
 - *Each 90 days thereafter until the RCEP is completed.*
4. Due to the time constraints and command emphasis associated with the RCEP, it is crucial that your written evaluations be completed and forwarded to our office within the above-mentioned time frames. Please call us at (#) if further information or assistance is needed.

(CPAC)

SAMPLE RCEP SUSPENSE DOCUMENT

[illegible]

SAMPLE RCEP PARTICIPANT PROGRESS REPORT

Activity:_____

Organization:_____

RCEP Participant:_____

Date of Participant's RCEP Entrance:_____

Position Assigned under RCEP:_____

Grade/Series:_____

RECORD OF TRAINING

SPECIFIC TRAINING UNDERTAKEN	# HOURS	DATE TRAINING INITIATED	DATE TRAINING COMPLETED	METHOD OF INSTRUCTION	EMPL INITIALS	SUPV INITIALS

EVALUATION

CODES: 1= Successful 2 = Marginal 3 = Unsuccessful E = Unable to Determine(Remarks)

ITEM

CODE

ITEM

CODE

Resourcefulness-----

Planning/Organization-----

Quality of Work-----

Oral Communication-----

Cooperation and Tact-----

Interest in Work-----

Judgment-----

Written Communication-----

Stability-----

Initiative-----

COMMENTS BY RCEP EMPLOYEE:

COMMENTS BY RATING SUPERVISOR:

RCEP PARTICIPANT SIGNATURE

DATE

RATING SUPERVISOR

DATE

APPROVING OFFICIAL

DATE

EXAMPLES OF TRANSITIONAL TRAINING COURSES

Organizational orientations/briefings/meetings

MARKS

Privacy Act

Time and Attendance Keeping

Flowcharting

Computer Literacy

Computer skills (e.g., MS Word, computer security, Internet, E-Mail, etc.)

Technical courses (USDA Grad School, universities, colleges, Vo- Tech, etc.)

Human Resource Management training

(See attached "Quick Reference Training Requirements List at Encl ____)

EEO/Prevention of Sexual Harassment for Employees

EEO/Prevention of Sexual Harassment for Supervisors

Army Family Team Building

Personnel-related courses (Employee Benefits, Retirement Planning

Reasonable Accommodation in the Workplace, specialty courses, etc.)

Personnel Management Skills Seminars

Counseling

Excellence in Customer Service

CPR

Stress Management

Prevention of Violence in the Workplace

Teambuilding

Time Management

Fire Safety

Hazardous Communication/Materials Handling

Basic Reading, Writing, and Oral Skills

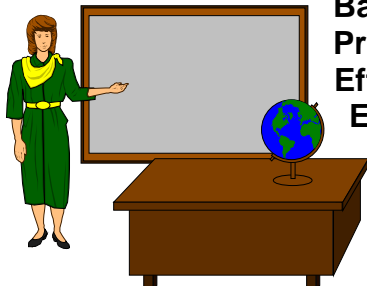
Proofreading

Effective English, Writing, Speaking, Briefing, Report Writing

Effective Listening

Problem Solving Techniques

The Art of Effective Negotiation



Contracting Officer's Representative (COR)

Government Ethics

Subversion & Espionage Directed Against the Army (SAEDA)

QUICK REFERENCE TRAINING REQUIREMENTS LIST

DA INTERNS

- * Intern Leadership Development Course (ILDC)
- * Action Officer Development Correspondence (AODC) Course (ST 7000)

SUPERVISORS

- * Supervisor Development Correspondence Course (ST 5001 & ST 5002)
- * Leadership, Education, and Development (LEAD) Course
- ** Action Officer Development Correspondence (AODC) Course (ST 7000)
- New Manager Development Correspondence Course (ST 6000) -- May be waived for Army Management Staff College (AMSC) graduates
- Army Management Staff College (AMSC)

MANAGERS

- * New Manager Development Correspondence Course (ST 6000) -- May be waived for Army Management Staff College (AMSC) graduates
- Organizational Leadership for Executives - Should complete (ST 6000 prior to attending)
- Personnel Management for Executives I (PME I) -- To be scheduled after 1+ years experience as manager
- Personnel Management for Executives II (PME II) -- To be scheduled 1 or 2 years after completion of PME I
- ** Action Officer Development Correspondence (AODC) Course
- Army Management Staff College (AMSC)

EXECUTIVES

- * GO/SES Training
- * Center for Creative Leadership (CCL)
- * EO/EEO Orientation
- * GO/SES Force Integration
- * APEX SES Orientation
- * Mandatory (Supervisors may identify additional mandatory training requirement based on mission requirements.
- ** Mandatory for employees in two-grade interval professional and administrative series as identified in TS-107.

NOTE: ADDITIONAL ELIGIBILITY REQUIREMENTS MAY BE APPLICABLE. PLEASE CONSULT INDIVIDUAL COURSE ANNOUNCEMENTS FOR MORE INFORMATION

Appendix

(Retraining References and Text used to Establish RCEP)

5 CFR, Section 330

5 CFR, Section 410

5 CRF, Section 213

29 USC, Section 1501

5 USC, Section 2301

5 USC, Section 4103

5 USC, Section 5364

Job Training Partnership Act (JTPA) Fact Sheet

PERMISS-Retraining Chapter (Army Civilian Personnel On Line)

C2, AR 690-400, Chapter 410, S12, Retraining of Career Employees